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Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Motions/Applications** hyperlink.

Enter **Case Number**, click **Next**.

Scroll down and select **Waive Fee**, click **Next**.

Select the **Party**. If not listed, click **Add/Create New Party**.

Click **Next**.

**Note:** If it is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

***Are you setting a hearing on the court calendar for this motion? If yes, a notice of hearing must be filed separately.***

Click **Next**.

Associate the pdf file of the **Motion to Waive Fee**, click **Next**.

Is this regarding an application for in forma pauperis? Yes or No

Click **Next**.

Select the category to which your event relates, click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Edit the docket text if necessary.

Click **Next**.

Review final docket text.

Click **Next**.

## **Manual Chapter:**

Motions

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